

memorandum

DATE: December 9, 2002

REPLY TO
ATTN OF: AD-442:Blaylock

SUBJECT: **EARLY RETIREMENT AUTHORITY**

TO: All ORO Employees

Oak Ridge Operations Office (ORO) has received voluntary early retirement (early out) authority from the Office of Personnel Management for positions funded by the Office of Science. Employees who separate through an early out must leave the payroll no later than September 30, 2003. We must provide a listing to the Office of Science identifying the occupations and grades of interested employees. Therefore, employees who are interested in an early out should complete the attached application and submit it to the Personnel and Management Analysis Branch no later than **December 20, 2002**.

Employees covered under the Civil Service Retirement System (CSRS) who wish to leave the payroll through early retirement must meet the following age and service requirements in order to be eligible to retire with an immediate annuity. CSRS employees who retire through an early out incur an annuity reduction of 2 percent for each year the retiring employee is under age 55.

Age is at least	Creditable Service
50	20 Years
Any Age	25 Years

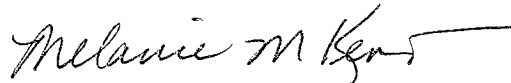
Employees covered under the Federal Employees Retirement System (FERS) who wish to leave the payroll through early retirement must meet the following age and service requirements in order to be eligible to retire with an immediate annuity. FERS employees do not incur a reduction for early retirement.

Age is at least	Creditable Service
50	20 Years
Any Age	25 Years

The decision to request an early out is voluntary and completion of this application is not binding. However, once an employee's application for early out has been approved, and he/she has signed the required SF-52, Request for Personnel Action, the decision will be final and

binding. ORO will act on that decision in determining other necessary actions required to meet staffing and funding levels for fiscal year 2003.

Employees who desire retirement annuity estimates should print and complete the annuity estimate request form available at <http://www.oro.doe.gov/pmab/Forms/AnnuityEst.PDF>. Completed forms should be submitted to the Personnel and Management Analysis Branch as soon as possible in order to provide sufficient time for processing. Questions regarding buyout and early out authorities should be directed to Michael Blaylock at (865) 576-0130.

A handwritten signature in black ink, appearing to read "Melanie M. Kent", with a long horizontal flourish extending to the right.

Melanie M. Kent, Chief
Personnel and Management
Analysis Branch

Attachment

APPLICATION FOR EARLY RETIREMENT

Name: _____

Organization: _____

SSN: _____

Planned Separation Date _____

I understand that my decision to apply for an early out is voluntary and that approval of my application is not automatic. I understand that I will be asked to sign a SF-52, Request for Personnel Action, and that my signature on that form will render my request to leave the Oak Ridge Operations Office payroll final and binding.

Signature of Employee Date

Approved: _____

Disapproved: _____

Patricia Howse-Smith, Director Date
Human Resources Division